

REQUEST FOR APPLICATION (RFA)

For

DJJ Mentorship Program

RFA# CV19-109

State of California



1400 10th Street, 2nd Floor
Sacramento, CA 95814

Written Proposals Due at the
California Volunteers Office
No Later Than:

October 30, 2019 at 5:00 P.M., PT

FAXES and EMAIL WILL NOT BE ACCEPTED IN LIEU OF PROPOSALS

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Attachments to RFA

Exhibit 1 – Standard 204 Payee Data Record Form

Exhibit 2 – Standard 213 Agreement

Exhibit 3 – General Terms & Conditions

Exhibit 4 – Contractor Certification Clauses

Attachment G - Grant Budget Template

BACKGROUND

California Volunteers (CV), Office of the Governor, addresses community and state challenges by investing in high impact service solutions, while leveraging public, private, and nonprofit partnerships and resources. Through AmeriCorps, Disaster Volunteering, and Community Partnerships, California Volunteers transforms small investments into big community impact.

Led by the State of California Chief Service Officer, California Volunteers is supported by a 25-member Commission appointed by the Governor.

In collaboration with the Department of Juvenile Justice (DJJ), California Volunteers is seeking to fund a program that leverages national service as a strategy to increase the number of Honorable Discharges sought and approved for individuals currently or formerly committed to the Division of Juvenile Justice.

This funding opportunity will award a three-year grant up to \$667,000 per year in State General Funds. Continuation funding for year 2 and 3 are contingent upon results of the successful applicant's performance evaluations completed by California Volunteers.

Eligible Applicants

Nonprofit organizations with 501(c)(3) status are eligible to apply for this funding opportunity. The successful applicant must propose a program design that leverages national service as a strategy to increase the number of Honorable Discharges sought and approved by providing peer mentorship for individuals currently or formerly committed to the Division of Juvenile Justice.

PURPOSE OF THIS REQUEST FOR APPLICATIONS

The purpose of this Request for Proposal is to award up to \$2 million in grant funds to support the implementation of a multi-year AmeriCorps mentorship program serving three primary communities:

- 1) Youth currently in DJJ custody who can begin to plan their use of the opportunities and services that will enable them to petition for Honorable Discharge after release,
- 2) Young adults who have returned to their communities from DJJ custody and who can begin utilizing opportunities and services that might make them eligible for the Honorable Discharge petition in 18 months, and
- 3) Young adults who have been out of DJJ custody for more than 18 months and who may be eligible to petition for Honorable Discharge.

The goal for this funding opportunity is to increase the number of Honorable Discharges sought and approved for individuals who were formerly committed to DJJ.

Grant funds under this opportunity are solely for program expenses and cannot be used for general organizational operating expenses.

Criminal History Check Requirements

California Volunteers requires that all staff and AmeriCorps Fellows supported by this grant or match funding must conduct a name-based National Sex Offender Public Registry check, a Statewide Criminal History Registry check and an FBI National Fingerprint-based check. All checks must be conducted and

results considered according to CV policy, and the individual cleared prior to the start of service and/or time on the grant.

SCOPE OF WORK

California has thousands of young adults who have suffered juvenile justice involvement, many of whom are likely to return to custody. Coaching, trusted peers and incentives can help them find employment and stay out of the justice system and on a positive path. The Honorable Discharge (HD) petition was created to help young people stay on a positive path; it also provides a means by which to reduce barriers to employment. In 2017, over 645 young people were incarcerated at DJJ. Over the last 6 years, over 1,700 individuals statewide have been released from DJJ and many of these individuals may potentially be eligible to apply for HD determination. However, as of 2019 fewer than ten petitions for HD had been initiated.

The successful applicant will create a program that engages AmeriCorps Fellows to provide mentorship to individuals formerly committed with DJJ through the core activities described below. The core activities are a coordinated plan for research, outreach, education, and individual coaching with the target population, designed to find and assist young adults in their progression toward the needed criteria to meet the requirements of HD petition. Core activities are defined as follows:

- 1) Research on community resources for re-entry and familiarization with HD so that members are able to effectively discuss the HD with potential applicants and the community;
- 2) Outreach to probation departments and organizations to locate individuals in need of re-entry services navigation and who may also be eligible for the HD;
- 3) Education in community meetings and other community events, speaking with young people currently in DJJ, and other means of educating the community about the purpose and requirements toward an HD petition; and
- 4) One-on-one coaching and navigation for individuals working toward progress in at least one of four HD re-entry domains created by the California Department of Juvenile Justice.

AmeriCorps Fellows will engage in outreach to educate communities about the HD, to disseminate information about the HD, and to solicit individuals who may be eligible for the HD. Communities targeted for outreach and education will be those most likely to include individuals who are eligible for the HD. This will include individuals still inside DJJ and individuals under the supervision of county probation departments. Individuals selected for one-on-one coaching will be those who, after receiving education about the HD, believe they may be able to meet the specific requirements for an HD petition.

As part of the intervention, AmeriCorps Fellows will themselves have prior involvement with the criminal justice system, will likely have experienced confinement, and will have demonstrated successful re-entry into their community. They will thus be trusted messengers, more likely to succeed with the target population.

AmeriCorps Fellows will provide these core activities every week over the course of a year, in addition to time spent on data collection and entry. It is expected that program activities will be approximately 1/3 education and outreach, and 2/3 focused coaching.

Responses to this RFA will be evaluated based on the total application, and award, if made, will be to the applicant awarded the highest points as calculated in accordance with the methodology defined in Section "Selection Process of this RFA".

KEY ACTION DATES

Listed below are the important actions and dates and times by which the actions must be taken or completed. If the State finds it necessary to change any of these dates, it will be accomplished via an addendum to this RFA.

<u>Event</u>	<u>Date</u>
RFA available to prospective Grantees	10/16/19
Final Date for Proposal Submission	10/30/19 at 5pm
Proposal Opening and Review	11/01/19
Notice of Intent to Award	11/05/19
Proposed Award Date	11/15/19
Expected Project Start Date	11/15/19
Project End Date	12/31/2020

Expected start date is contingent upon California Volunteers and Grantee agreement of final grant terms.

PROPOSAL INSTRUCTIONS

COMPLETING AND SUBMITTING THE APPLICATION

To simplify our review process, we ask that you comply with the format and content requirements detailed in this section. Proposals which are clear and succinct, and do not substitute length for substance, will be most favorably received.

The complete application consists of one original of components #1-5 and three hardcopies of components # 1-3:

- 1) Organization Title Page
- 2) Program Narrative
- 3) Grant Budget
- 4) Evidence of Leveraging AmeriCorps (i.e. Modified Standard Form 424 or the Application for Federal Assistance Face Sheet)
- 5) Evidence of 501(c)(3) Status

PROGRAM NARRATIVE

The Program Narrative must not exceed 10 double-spaced pages, written in 12-point font in Times New Roman, with one inch margins in portrait format.

I. Program Design (50%):

Reviewers will consider the quality of the application's response to the following criteria below. Applicant responses must include the exact headings and address *how* they meet each of the criteria below each heading. A response that simply restates the criteria is not sufficient.

1. Theory of Change

The Theory of Change shall address:

- The proposed intervention is responsive to the identified community problem.
- The applicant's proposed intervention is clearly articulated including the design, dosage, target population, and roles of AmeriCorps Fellows and (if applicable) leveraged volunteers.
- The applicant's intervention is likely to lead to the outcomes identified in the applicant's theory of change.
- The expected outcomes articulated in the application narrative and logic model represent meaningful progress in addressing the community problem identified by the applicant.
- The rationale for utilizing AmeriCorps Fellows to deliver the intervention(s) is reasonable.
- The service role of AmeriCorps Fellows will produce significant contributions to existing efforts to address the stated problem.

2. The Logic Model

The Logic Model shall depict:

- A summary of the community problem.
- The inputs or resources that are necessary to deliver the intervention, including but not limited to:
 - Locations or sites in which members will provide services
 - Number of AmeriCorps members who will deliver the intervention
- The core activities that define the intervention or program model that members will implement or deliver, including:
 - The duration of the intervention (e.g., the total number of weeks, sessions or months of the intervention)
 - The dosage of the intervention (e.g., the number of hours per session or sessions per week)
 - The target population for the intervention (e.g., disconnected youth, third graders at a certain reading proficiency level)
- The measurable outputs that result from delivering the intervention (i.e. number of beneficiaries served, types and number of activities conducted.)
- Outcomes that demonstrate changes in knowledge/skill, attitude, behavior, or condition that occur as a result of the intervention. If applicable, identify which National Performance Measures will be used as outcome indicators.

II. Organizational Capability (25%)

Reviewers will consider the quality of the application's response to the following criteria below.

1. Organizational Background and Staffing

The organization details the roles, responsibilities, and structure of the staff that will be implementing the AmeriCorps program as well as providing oversight and monitoring for the program.

2. Culture that Values Learning

The applicant's board, management, and staff collect and use information, including performance data, for learning and decision making.

GRANT BUDGET (25%)

Include a detailed budget using the California Volunteers Budget Template to account for all grant funds requested in this RFA.

SELECTION PROCESS

Eligible proposals will be reviewed to determine if they meet the format requirements specified in the RFA. Those that meet the requirement will advance to an internal agency review panel that will evaluate and score each proposal using the criteria specified below.

Definition of Rating

Rating	Definition
Greatly Exceeds the Standard (5 points)	A high-quality, detailed response that addresses all aspects of the standard and exceeds most. Strengths are substantial and solid. No weaknesses are identified, or any weakness has a minimal effect on the overall quality of the response. A high confidence that the proposed activities will achieve and exceed the anticipated results.
Exceeds the Standard (4 points)	A quality response that addresses all aspects of the standard and exceeds some. Strengths are substantial. No weaknesses are identified, or any weakness has a minimal effect on the overall quality of the response. Proposed activities should achieve the anticipated results.
Meets the Standard (3 points)	Response addresses all aspects of the standard, but do not exceed what is required. Strengths and weaknesses identified that may balance each other in significance. Overall quality of response is satisfactory, with room for improvement. Proposed activities may achieve the anticipated results.
Partially Meets the Standard (2 points)	A low-quality response that addresses some aspects of the standard and neglecting to meet the requirements in one or more instances. Strengths are not significant and some weaknesses affect the overall quality of the response, demonstrating room for improvement in key areas. It is unclear how the proposed activities will achieve all of the anticipated results.
Does Not Meet the Standard (1 point)	A very weak response, neglecting to address most of the aspects of the standard and failing to meet the requirements in most instances. Overall response is lacking or inadequate making assumptions in key elements. Weaknesses relating to vague or inaccurate detail are numerous or significantly outweigh the strengths. There is low to zero confidence that the proposed activities will achieve the anticipated results.
Standard Not Addressed (0 points)	The application does not address any of the criteria for the standard.

Application Score Summary

Section	Raw Score	Weight	Weighted Score
I.1 Theory of Change	5	30%	
I.2 Logic Model	5	20%	
II.1 Organizational Background & Staffing	5	20%	
II.2 Culture that Values Learning	5	5%	
III. Budget	25	25%	
Total Score (101 Maximum Raw Points)	45	100%	
FINAL TOTAL ADJUSTED SCORE			

The scores for each criterion, based on the above rubric, are added to get a final proposal score. The proposal receiving the highest score will be awarded the grant. Each applicant will be notified thereafter. Notice of the grant award will be given to each applicant and will be posted for a period of 5 days at www.CaliforniaVolunteers.ca.gov.

SUBMISSION PROCESS

The complete application consists of one original of components #1-5 and three hardcopies of components # 1-3:

- 1) Organization Title Page
- 2) Program Narrative
- 3) Grant Budget
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- 5) Evidence of 501(c)(3) Status

Applications that do not meet the submission requirements will be subject to point deduction or disqualification.

The application must arrive at California Volunteers by **October 30, 2019 at 5:00 p.m. Pacific Time** in order to be considered.

Please send Paper Application to:
California Volunteers
ATTN: DJJ Mentorship 2019
1400 10th Street
Sacramento, CA 95814

CV will not consider applications received after the deadline, except when noted below. CV reserves the right to extend the submission deadline and any notice of such extended deadline will be posted.

Late Applications

All applications received after the submission deadline published in this RFA are presumed to be non-compliant. CV may, at its discretion, consider an application received after the deadline, but only if the applicant submits a written explanation or justification of the extenuating circumstance(s) that caused the delay, including the timing and specific cause(s) of the delay and any evidence that substantiates the claimed extenuating circumstance(s) via email to funding@cv.ca.gov. The written explanation and evidence must be received no later than one business day after the application deadline stated in the RFA. CV determines whether or not to accept a late application for review on a case-by-case basis.

Communication with CV staff, including program officer of a current grantee, is not a substitution for the above protocol. Applicants that do not submit a justification or any other evidence to overcome the presumption of non-compliance within the required timeframe will not be reviewed or selected for award.

Please note: CV will not consider an advance request to submit a late application. Applicants are encouraged to continue working on their application until it is submitted. If you are experiencing technical difficulties, please carefully review and follow the guidance above, and submit your application as soon as possible.

DEPARTMENT CONTACT

The project Representatives during the term of this agreement will be:

State Agency: California Volunteers
Name: Patrick Gianelli
Phone: 916-323-3226
Email: Patrick.Gianelli@cv.ca.gov